

**FINANCE & ADMINISTRATION COMMITTEE MEETING  
AGENDA**

Monday, November 4th, 2019

6:00 p.m.

Hampden Town Office

1. Meeting Minutes – 10/21/2019
2. Review & Sign Warrants
3. Unfinished Business
  - a. Town Manager Search update – if needed
  - b. Council rules discussion
4. New Business
  - a. Recommendation for the expenditure of an amount not to exceed \$4,000 from Municipal Building reserve account (3-702-00) for installation of the dehumidification unit in the basement – *requested by DPW Director Currier*
  - b. Recommendation for the expenditure of an amount not to exceed \$7,054 from Municipal Building reserve account (3-702-00) to replace the exterior site lighting – *requested by DPW Director Currier*
  - c. Recommendation for the expenditure of \$2,280 from the Environmental Trust, Income for the purpose of reimbursement of eligible FY19 stormwater management expenses – *referral from Environmental Trust Committee*
  - d. Recommendation for the expenditure of \$34,521.51 from the Environmental Trust, Income for the purpose of reimbursement of eligible FY20 stormwater management expenses – *referral from Environmental Trust Committee*

- e. Recommendation for the expenditure of an amount not to exceed \$1,100 from Library Reserve account (3-763-00) to pay for the emergency replacement of the hot water heater – *requested by Debbie Lozito, Library Director*
- f. Recommendation for the expenditure of \$1,516.18 from Computer Reserve account (3-711-00) to purchase a replacement scanner for the Code Department – *requested by Ryan Carey, CEO*
- g. Council award of contract for the Western Avenue sidewalk project – *requested by DPW Director Currier*
- h. Review of the Scope of Service for the Western Avenue parking & stormwater project

5. Public Comment

6. Committee Member Comments

7. Manager's Comments

8. Adjourn

# **Town of Hampden**

Item 1

## **FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday, October 21, 2019

**6:00 P.M.**

Hampden Town Office

### **Minutes**

*Attending:*

*Mayor McPike*

*Councilor Wright*

*Councilor Ryder*

*Councilor Jarvi*

*Councilor McAvoy*

*Councilor Wilde*

*Paula Scott, Interim Town Manager/Clerk*

*Jessica Albee, Recording Clerk*

*Chair Wright called the meeting to order at 6:07 p.m.*

**1. Meeting Minutes – 10/07/2019**

Motion made by Councilor Jarvi; seconded by Councilor Ryder. 4-1-0.

**2. Review & Sign Warrants – Committee members reviewed and signed the disbursement warrants.**

**3. Unfinished Business**

**a. Town Manager Search update**

Interim Manager, Paula Scott mentioned that Don Gerrish a consultant from Eaton Peabody, has interviewed the Department Heads and asked employees what they would like to see in a manager. The Public meeting for Citizens input will be held on November 30<sup>th</sup> in the Council Chambers. There was also more discussion about the calendar sent out by Don Gerrish and how there will need to be some follow-up on the timeline.

**b. Council rules discussion**

Councilor Jarvi mentioned adding track changes to the document, to easily identify the changes discussed in the meeting. He then went over Article 3 in the Council rules and there was some further discussion.

**4. New Business**

**a. Recommend authorization for the expenditure of \$600.00 from**

# **Town of Hampden**

Finance & Administration Committee Meeting  
10-21-2019  
Minutes

Cemetery Reserve (3-708-00) to repurchase Plots 1241, 1242 and 1243 at Lakeview Cemetery from Delbert and Anita Davis

Motion by Councilor McAvoy; seconded by Councilor Jarvi.

Unanimous 5-0-0.

5. Public Comment- None
6. Committee Member Comments- None
7. Manager's Comments- None
8. Adjourn- The meeting adjourned at 6:59 pm.

Respectfully Submitted

Jessica Albee  
Recording Clerk



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

MONDAY

XXXXXXXX XX, XXX

7:00 P.M.

- A. PLEDGE OF ALLEGIANCE
- B. APPROVAL OF AGENDA
- C. CONSENT AGENDA
  - 1. SIGNATURES
  - 2. COUNCIL MINUTES
  - 3. COMMUNICATIONS
  - 4. COMMITTEE MINUTES
- D. PUBLIC COMMENTS
- E. POLICY AGENDA
  - 1. NEWS, PRESENTATIONS & AWARDS
  - 2. PUBLIC HEARINGS
  - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS
  - 4. ~~UNFINISHED BUSINESS~~
  - 5. ~~NEW BUSINESS~~
- F. COMMITTEE REPORTS
  - 1. FINANCE AND ADMINISTRATION
    - 1.1 Recommend adoption (3-0) of the expenditure of \$33,254 from Police Cruiser Reserve (3-753-00) for the purchase of a 2020 Ford Interceptor.
    - 1.2 Recommend adoption (3-0) of Council Order 2019-06 authorizing the establishment of a Tax Club for 2020 taxes.
  - 2. INFRASTRUCTURE – No report
  - 3. PLANNING AND DEVELOPMENT
    - 3.1 Recommend appointment (2-1) of Sharon Korbitz to the Historic Preservation Commission as a full member, to serve the remainder of an unexpired term through 2020.

.....  
MONDAY

OCTOBER 21, 2019

7:00 P.M.  
.....

AGENDA  
.....

4. SERVICES

4.1 Recommend rejection (1-2) of the expenditure of \$7,500 from Recreation Reserve (3-767-00) for the purpose of paying Plymouth Engineering for final engineering for the permitted portion of the Western Avenue Parking & Storm Water Project.

4.2 Recommend referral (3-0) to full Council, the proposed amendments to the Fees Ordinance.

G. UNFINISHED BUSINESS

H. NEW BUSINESS

I. MANAGER'S REPORT

J. COUNCILORS' COMMENTS

K. ADJOURNMENT



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

October 23, 2019

To: Paula Scott  
From: Sean Currier  
Subject: 2019 Municipal Building Reserve Request-Finance Committee

During the FY20 budget process, we had requested funds to install a dehumidification unit in the basement of the municipal building to prevent future mold issues. This was prompted by the mold remediation project last year. The amount of \$5,000.00 was set aside for this purpose by Council.

I would like to request expenditure of funds from the Municipal Building reserve account, 3-702-00 in the amount not to exceed \$4,000.00 for installation of the dehumidification unit in the municipal building basement. Please see attached cost estimate for the amount of \$3,655.74 for this work. The request for the additional \$344.26 is only for incidentals that may be necessary during the installation to prevent an additional request to the finance committee.

Also in the FY20 budget process, we had requested funds to replace the exterior site lighting on the existing poles from high pressure sodium to LED. This was approved in the municipal reserve budget (3-702-00) in the amount of \$8,520.00. I would like to request authorization for expenditure of up to \$7,054.00 for this work (estimate also attached).

Thank you for your consideration,

Sean Currier

4-a

Penobscot Temperature Controls, Inc.  
 54 Nadines Way  
 Hampden, ME 04444  
 (207) 945-9350  
 pentemp@myfairpoint.net

**ADDRESS**

Town of Hampden  
 106 Western Avenue  
 Hampden, ME 04444

**Estimate 1305****DATE 08/07/2019****ORDERED BY**

Sean

**LOCATION**

Locker room area.

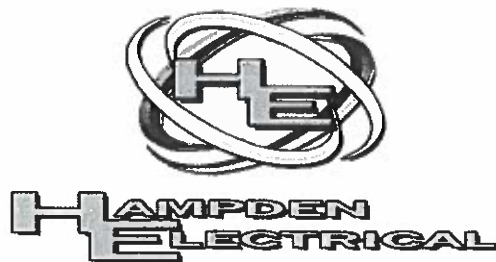
QTY	ITEM	DESCRIPTION	UNIT PRICE	AMOUNT
		Provide and install one dehumidifier for lower level locker room area.		
19	Labor		70.00	1,330.00
1	Dehumidifier	DR65A2000, 65 pint unit is obsolete new unit is DR65A3000/U	1,646.40	1,646.40
2	Truck charge		18.00	36.00
2	Air Grill, 2X2		39.17	78.34
1	Duct Work Fittings	8 inch flex, 90s, unit-strut, 3/8" threaded rod anchors.	150.00	150.00
1	Power Wiring Estimate		275.00	275.00
1	Shipping		140.00	140.00
<b>TOTAL</b>				<b>\$3,655.74</b>

Accepted By

Accepted Date

Thank-you for your business!!!!





337 Perry Rd. Suite #1. Bangor, ME 04401  
Phone: (207) 942-6255 Fax: (207) 942-5498

October 23, 2019

Hampden Public Works  
Attn: Mr. Sean Currier  
106 Western Ave.  
Hampden, ME 04444

RE: Municipal Building – Replace parking lot pole lighting (Maxlite) REV-1

Sean,

Please accept our proposal for the amount of **\$7,054.00** to perform the electrical scope of work for the above referenced project.

Our proposal Includes:

- Furnish & Install 11 MAXLITE Slim Gen 2 replacement fixtures on the 11 existing poles.
- Provide labor to remove and dispose of the existing 400W HPS Fixtures.
- Provide recycling for the HID lamps.
- Provide all bucket truck usage.

Return on Investment:

- The town of Hampden would be eligible for \$1,760.00 in Efficiency Maine Incentives at today's current rates.
- Average 12 hours per day annual usage and \$0.17/KWH electricity rate, we have estimated the usage of the current HID lighting system to have an annual operating cost of \$4,054.35/Year.
- Average 12 hours per day annual usage and \$0.17/KWH electricity rate, we have estimated the usage of the proposed LED lighting system to have an annual operating cost of \$1,310.50/Year.
- This will provide an annual estimated savings of \$2,744.35 in electricity usage.

Our proposal Excludes:

- State of Maine Sales Tax.
- Night or weekend work.

Sincerely,

A handwritten signature in black ink, appearing to read "Christopher R Carson", followed by a horizontal line.

Christopher R Carson



EXHIBIT A  
FORM OF CERTIFICATE OF TOWN

4-d

Bangor Savings Bank (Institutional Trustee)  
c/o Julie A. Shephard, Account Administrator  
5 Senator Way  
Augusta, ME 04330

Re: Demand for Funds Pursuant to Trust Indenture Dated As of October 1, 1991 between Town of Hampden, as Grantor and Bangor Savings Bank, as Institutional Trustee (the "Trust Indenture")

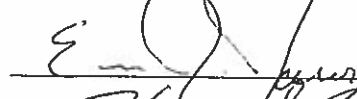
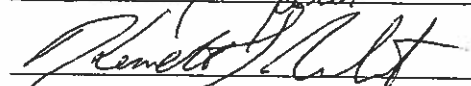
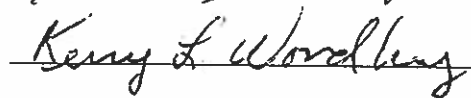
Gentlepersons:

This certificate is provided to you pursuant to the above-referenced Trust Indenture. Capitalized terms used herein without definition shall have the meaning set forth in the Trust Indenture.

The undersigned do hereby certify:

1. That they are the Individual Trustees of the Trust.
2. The Individual Trustees have approved use of property held in the Fund for purposes set forth in the Trust Indenture, in the amount set forth below.
3. You are hereby directed to pay from the **Environmental Trust, Income** to the Town of Hampden the sum of \$34,521.51.


INDIVIDUAL TRUSTEES

CERTIFICATE OF TOWN CLERK

The undersigned DOES HEREBY CERTIFY:

1. That he/she is the duly appointed and incumbent Clerk of the Town of Hampden, Maine.
2. That the foregoing certificate of the Individual Trustees was duly approved by a majority of the members of the Town Council of the Town of Hampden on 10/24, 2019.

  
Paula Scott  
Clerk, Town of Hampden

cc: Town of Hampden

**Memorandum**

TO: Town Council  
FROM: Paula Scott, Interim Manager  
DATE: 10/30/2019  
RE: Library reserve request

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The hot water heater at the library lost the bladder and needed to be replaced quickly. Director Lozito contacted our vendor who was able to secure a replacement and install it without delay. I authorized the repair as it was an emergent situation. We have not yet been invoiced for this work and would like to request library reserve funds to pay for this repair.



Paula Scott <clerk@hampdenmaine.gov>

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## FW: Hot Water heater

1 message

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**Debbie Lozito** <debbie.lozito@edythedyer.lib.me.us>  
To: clerk@hampdenmaine.gov

Tue, Oct 29, 2019 at 8:42 AM

~Debbie

Debbie Lozito, library director

Edythe Dyer Library

269 Main Road North

Hampden, Maine 04444

(207)862-3550

**From:** pentemp@myfairpoint.net [mailto:pentemp@myfairpoint.net]  
**Sent:** Monday, October 28, 2019 9:00 AM  
**To:** debbie.lozito@edythedyer.lib.me.us  
**Subject:** Hot Water heater

Good morning Debbie.  
We found replacement hot water heat at FWWebb here in Bangor.  
Price for the heater \$582.82  
Labor will be around \$420.00  
Misc. piping, truck charge \$52.00  
Total will be around \$1054.82  
WE hope to do replacement this afternoon  
Thanks  
Dana

**Memorandum**

TO: Town Council  
FROM: Paula Scott, Interim Manager  
DATE: 10/30/2019  
RE: Computer reserve request

The practice of scanning documents into a cloud-based drive is one that we employ for various disciplines. The Code Office has historically scanned documents to a shared drive so that all building permits for any structure can be captured in one place. The Assessor has access to this drive so that when a permit has been issued she is able to capture any increased value for the property.

When the former Code Enforcement Officer was here, we knew that we were at end of life for the scanner but were hoping that it would last until the next budget cycle. Unfortunately, the scanner has reached its end of life before we reached the new fiscal year.

We are requesting authorization to use computer reserve funds for the purchase of a new scanner to replace the failed unit.

# Memorandum

To: Paula Scott, Interim Town Manager

From: Ryan M. Carey, Code Enforcement

For: Hampden Town Council

Subject: Printer Acquisition

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As part of an effort to improve efficiency between departments, code enforcement would like to begin scanning permit-related documents and storing them to a common cloud-based drive. I have spoken with Kelly in tax assessing and the process should work well for her. During discussion, we realized we would need to purchase a new scanner for the code department, as the current one's document feed has been broken for some time.

I have met with Phil Levesque of Levesque Business Solutions to discuss our options. He stated that document scanning is hard on consumer-grade all-in-one machines and that they are simply not designed for an office environment. He recommended a Savin MP402SPF. He has provided us with a quote for the models in that range.

I am requesting that we approach the Town Council to approve the purchase of a new printer for the code department. The total for the Savin MP402SPF is \$1516.18.

Attachments:  
Levesque Business Solutions Quote

CC: Chief Christian Bailey



# LEVESQUE business solutions

Bangor • Caribou • Madawaska  
*Serving Maine Since 1963*

1185 Hammond Street Unit 8  
Bangor, ME 04401  
Tel. 207-942-2226  
Fax. 207-942-2245

46 Aldrich Drive  
Caribou, ME 04736  
Tel. 207-493-3382  
Fax. 207-493-4449

167 Fox Street  
Madawaska, ME 04756  
Tel. 207-728-3386  
Fax. 207-728-3396

October 25, 2019

Mr. Ryan Carey  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444

Dear Ryan,

I am enclosing this Savin Copier Pricing for your consideration.


Savin MP305SPF	Savin MP402SPF	Savin MP501SPF
List \$3,245	List \$3,325	List \$3,499
US Communities \$1,360	US Communities \$1,456	US Communities \$2,141
ARDF	SPDF	ARDF
11 X 17	Letter or Legal	Letter or Legal
Toner \$39 (9K) \$.0043	Toner \$60.18 (10.4K) \$.0058	Toner \$135 (25K) \$.0054

Integrated Cloud Environment: (Advanced License)

1 year \$289  
5 year \$1,156

Please feel free to contact me with any questions. 942-2226 X203 or 944-5297 Cell

Thank you

  
Philip W. Levesque  
President

**TOWN OF HAMPDEN**

## Western Avenue Sidewalk BID SHEET

**October 30, 2019 @ 1:00 P.M.**

[illegible]